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Provisions of Title III of the Elementary and Secondary Act entitled "Adult Education Act of 1966" charge the Texas Education Agency with responsibility for state administration of adult basic education programs in accordance with a plan approved by the State Board of Education and the United States Commissioner of Education. As one phase of carrying out this responsibility, this guide has been prepared to help local public educational agencies organize and conduct such programs. Included are program objectives, student admission criteria, teacher qualifications and inservice training, program administration, program planning and supervision, program financing, reporting, auditing, program evaluation, provision of health information and services, and eligibility of local agencies for program funds in relation to the Civil Rights Act of 1964. Appendixes contain request and reporting forms and the cooperative agreement between the Texas State Department of Health and the Texas Education Agency. (ly)

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GUIDE

for

PUBLIC EDUCATIONAL AGENCIES

in

PLANNING and CONDUCTING

ADULT BASIC EDUCATION PROGRAMS

Texas Education Agency — Austin, Texas

June 1968
Revised

AC00 3963

WHAT AMERICA MEANS TO ME

I like to live in the United States of America because of the many opportunities it affords me. I was born of poor parents, but being willing to work hard, I have been able to make a good living for myself and my family, and buy and pay for a home. When we are sick there are doctors and hospitals to take care of us. I have been able by hard work, to buy and pay for an automobile. My children go to school for free and get a good education. They can be whatever they want to be, if they are willing to work hard enough for a goal. They might even get to be president someday.

We can go to church when and where we please. Lots of countries do not allow this. We can go to the movies, ball games, anything we want. We can watch our own T.V. We can take a vacation every year. Anything we want to buy is available at the stores, washing machines, refrigerators, stoves. Anything for our homes, all kinds of clothes and shoes and things, food of all kinds, in fact, you can have almost anything you want in the United States of America if you are willing to work for it.

Another thing I am grateful my children do not have to beg on the streets for food and money to buy food and clothes like they do in other countries. But most of all I like it here in the United States of America because I'm free. I can do anything I'm big enough to do.

Lorenzo Ortega

An original essay written by an Adult Basic Education student in the Ysleta Independent School District.

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COMPLIANCE WITH TITLE VI CIVIL RIGHTS ACT OF 1964

Reviews of the local educational agency pertaining to compliance with Title VI, Civil Rights Act of 1964, will be conducted periodically by staff representatives of the Texas Education Agency. These reviews will cover at least the following policies and practices:

1. Enrollment and assignment of students without discrimination on the ground of race, color, or national origin.

2. Assignment of teachers or other staff without discrimination on the ground of race, color, and national origin.

3. Non-discriminatory use of facilities.

4. Public notice given by the local educational agency to participants and other citizens of the non-discriminatory policies and practices in effect by the local agency.

In addition to conducting reviews, Texas Education Agency staff representatives will check complaints of non-compliance made by citizens and will report their findings to the United States Commissioner of Education.

FOREWORD

Provisions of Title III of the Elementary and Secondary Education Act entitled "Adult Education Act of 1966" place responsibility for State administration of Adult Basic Education Programs upon the Texas Education Agency in accordance with the State Plan for Adult Basic Education approved by the State Board of Education and the United States Commissioner of Education.

As one phase of carrying out this responsibility, this guide has been prepared to assist local public educational agencies in organizing and conducting the Adult Basic Education Program.

J. W. Edgar
Commissioner of Education

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Austin, Texas

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GUIDE FOR PUBLIC EDUCATIONAL AGENCIES IN PLANNING AND CONDUCTING ADULT BASIC EDUCATION PROGRAMS

Introduction

More than a million Texans eighteen years or older have not achieved an eighth grade level of education. These adults lack sufficient knowledge and skills in reading, writing, and speaking the English language and in arithmetic. These deficiencies constitute a substantial impairment to obtaining or retaining productive employment and to functioning successfully in meeting adult responsibilities.

They do not possess adequate knowledge relating to good health practices, citizenship rights and responsibilities, principles of good homemaking practices, and community relationships. They have inadequate knowledge and information relating to employment, such as good work habits, employment opportunities, training requirements for entry upon and success in employment, and information as to the availability of training programs designed to prepare persons for job opportunities.

This guide has been prepared to assist public educational agencies in organizing and conducting Adult Basic Education programs as a solution to the problems of adults having educational deficiencies. The guide contains information describing the objectives of the program, suggestions for establishing the essential organization in the community to assist the schools in recruitment of students and teachers, and other suggestions designed to be helpful in organizing and conducting these programs.

Objectives of the Program

Major objectives of the program are:

1. Teaching adults to read, write, and speak the English language; and acquire arithmetic skills.

2. To use subject matter content in teaching the basic education skills that provide valuable knowledge to adults regarding good health practices, citizenship responsibilities, good homemaking principles, family and community relationships, and information relating to employment, such as good work habits, occupational opportunities, training requirements for entry upon and success in employment, and information relating to the availability of training programs designed to prepare persons for job opportunities.

3. Assist students to meet better their adult responsibilities.

Eligibility of Persons for Enrollment in the Program

1. Age: Eighteen years or older.

2. Educational achievement: Have completed less than an eighth grade education.

3. Need basic education to learn to read, write, and speak the English language; and to learn computation skills; or to achieve more adequate competency in basic education, to become more capable of benefiting from vocational training and otherwise increase opportunities and skills for more productive employment, become less dependent on others and become better able to meet adult responsibilities.

   Eligible adults who are in the lower socio-economic classification are to be given priority of enrollment in classes of Adult Basic Education.

   No person shall on the basis of race, color, creed, or national origin be denied the benefits of, or subjected to, discrimination under any program of Adult Basic Education. See Appendix.

Teacher Qualifications

Instructors of basic education programs for adults shall be selected by local public educational agencies electing to conduct programs.

A valid Texas Teacher's Certificate, especially an elementary teaching certificate, is desirable but not required. Teachers should be selected on the basis of general qualifications, interest in adult education, and in working effectively with undereducated adults of all ages.

It is recommended that Adult Basic Education teachers attend at least 15 hours of in-service preparation annually.

Planning Adult Basic Education In-Service Training

Adult Basic Education directors and teacher trainers, in planning workshops, must be sensitive to the program's needs. Local program supervision will normally be the primary source of information upon which to base workshop content.

In organizing teacher training, schools should consider area programs. Often the exchange of ideas and teaching techniques between teachers of various schools will contribute significantly to the success of the training.

The following may be considered in determining needs when planning Adult Basic Education Teacher Training Workshops:

1. Teacher needs -- Information on teacher needs may be obtained by informal conversation with teachers or by use of written questionnaires.

2. Student needs -- Student needs may be obtained from teachers, analyses of tests, or conversations with students. Excessive dropouts, or low attendance may point out problems that can be resolved by in-service training.

3. Purchase or development of new materials, such as programed texts, could result in a need for in-service training.

4. Unsatisfactory rate of learning by students could point to a need for in-service training.

5. Introduction of new or varied materials available for Adult Basic Education could contribute to a need for in-service training.

6. Instruction of teachers in specific techniques and methods for using instructional material purchased by schools, or guide teachers in helping to select new materials.

7. Inept and limited use of audio-visual aids and materials may point areas in which teacher training may provide improvements.

8. Interchange of ideas and practices between teachers may need to be improved.

9. Curriculum planning, program evaluation, and testing can be improved through further orientation and training.

10. Teacher discussion of relationships between teacher-student and teacher-administrator, social services available to adults in the community, and effective use of resource people may be topics to explore through in-service programs.

11. Learn to write objectives and goals, specific and general, in terms of what the student, the teacher, and the program will do. Know where we are going and how to tell when we get there.

Administration of Programs

Adult Basic Education programs are under the administration of local public educational agencies. Administrators of these institutions should seek and utilize the cooperation of the Community Action organization, if such an organization exists in the community, and other community agencies, volunteer organizations, and individuals in organizing programs, recruiting and encouraging students to enter and complete the program, recruiting of teachers, and in assisting the local educational agency in other ways as are necessary for organizing and conducting successful programs of Adult Basic Education.

Procedures in Planning Programs

Organization of an Advisory Committee on Adult Basic Education

The first important step in implementation of the program is the organization of an Advisory Committee on Adult Basic Education. This committee, appointed by the administrative head of the local public educational agency, should be comprised of representatives of community agencies, organizations, volunteer groups, school personnel, Adult Basic Education students, and other individuals interested in increasing the educational level of citizens in the community and in substantially decreasing illiteracy. Members of the committee should be selected from each section of the community. The committee should work closely with the Community Action organization of the community and with other community agencies and

volunteer organizations interested in the program.

Conducting Surveys to Determine the Number of Adults Eligible For and Needing the Program

In cooperation with the Community Action organization in the community, and with other community agencies and voluntary organizations, the local public educational agency determines the location and number of adults eighteen years of age or older who have completed less than the eighth grade level of education and who need the instruction provided in the Adult Basic Education programs.

The program is not limited to persons who are unemployed, the welfare recipient, and the undereducated, but may include all these groups and other adults in need of basic education. Priority on enrollment should be given to adults functioning at the fifth grade level or below.

Stimulating Eligible Adults to Enroll In the Program

Either during the time when the survey is being made, or immediately thereafter, members of the Community Action organization, community agencies, voluntary organizations, school officials, and faculty members and other members of the community should be enlisted in a campaign in every section of the community to contact adults eligible for participation in Adult Basic Education classes and encourage them to enroll.

Since many of these adults cannot be enrolled in the program through news media, radio or television announcements, personal contact with them by persons they know and in whom they have confidence will be necessary.

To stimulate and encourage adults to attend, individuals making these personal contacts should explain the purposes and benefits of the program in terms of providing adults the opportunity to learn to read, write, and speak the English language; or to improve their ability in these basic educational skills, learn arithmetic or improve their ability in mathematics. They should be informed that by possessing good reading, writing, speaking, and mathematical abilities, their employability and job stability will be increased, and that they will receive valuable information regarding good health practices, citizenship rights and responsibilities, good homemaking principles, family relationships, community relationships, and information valuable to them in relation to employment and job opportunities.

Additionally, information should be given as to location of classes in the section of the community where adults being contacted reside, dates and time of day or evening when classes will be held, length of class session, and length of program. The enrollee should be informed that he will not have to pay any fee, tuition, or other charges, and that he will be supplied materials needed.

Classification of Persons in Each Section of the Community Who Are Eligible For Enrollment in the Program in Accordance with the Three Levels of Instruction

The present educational achievements of persons identified in the survey should be classified in accordance with the three elementary levels of

instruction in the Adult Basic Education program; that is, how many persons identified in the survey are classified in the

Basic level -- those who have no education, or only a first, second, or have not completed the third grade.

Intermediate level -- those who have completed the third grade, but have not completed the sixth grade.

Upper level -- those who have completed the sixth grade, but have not completed the eighth grade.

A suggested minimum of 100 hours of instruction should be provided on each level unless a different length of time has received approval by the Texas Education Agency prior to the beginning date of the class. Most schools feel that 120 hours of instruction distributed over the school year into two class meetings per week for two hours per night meet their requirements for a sound program of instruction.

Organization and Location of Classes

As a result of information disclosed in the survey, the number of eligible adults in each section of the community and the respective level of instruction they need will be determined. With this information available, program organization can be effected for each section of the community and for each level of instruction. The enrollment in a class should not be less than ten.

When the number of classes in each section of the community has been determined, the decision should be made as to their locations convenient to prospective enrollees so that students will not be required to travel long distances or go outside their section of the community.

Classes may be located and conducted in facilities of local public educational agencies. These facilities are most frequently utilized in the Adult Basic Education program. Non-public school, other non-public, and public facilities may be used. The important essential is that the facility used be located convenient to prospective enrollees, be available in the day or evening as needed, and be comfortable and adequate for good instruction.

Selection and Preparation of Teachers

Selection of instructors having very real interest in teaching and assisting undereducated young and older adults is of utmost importance. Experience in conducting adult education programs, when teachers with this experience are available, is highly desirable. When teachers without experience in adult education programs are employed, they should realize that instructing adults differs considerably from teaching children. The content of instruction, examples, illustrations, reading materials, arithmetic problems, and discussions must be in terms of adult interests related to assisting students to meet their adult responsibilities. Procedures and methods in conducting classes should be adapted to adults.

Local educational agencies may select and employ teachers either on a full-time or part-time basis. In communities where many classes may be con-

ducted during the day, the employment of full-time teachers may be desirable. In such communities, employment of part-time teachers on an hourly-rate salary basis may be necessary to supplement the work of full-time teachers. In communities where only a small number of classes are needed, teachers employed on an hourly-rate basis will be adequate for such programs.

When employment of full-time teachers is justified, their duties, though principally that of conducting classes, may also include responsibility for organization of classes, contacting adults to encourage them to continue participation, and performance of other duties directly connected with and necessary to successful programs of Adult Basic Education in the community.

Justification of the employment of teachers on a full-time basis will be dependent upon the number of classes needed in a community, or in different sections of the community, and the amount of time per week each full-time teacher would be assigned to teaching Adult Basic Education classes approved by the Texas Education Agency, as well as the amount of time the teacher would expend weekly in performing other duties directly connected with this program, such as the duties described in the preceding paragraph. As a minimum, actual teaching of classes should average not less than twenty hours per week and other duties directly connected with the program should be a minimum of twenty hours per week.

Employment of part-time teachers at hourly rates will be on the basis of employing them for the actual time they teach classes. When public school teachers are employed to teach Adult Basic Education courses, such assignment must be outside the regular school day.

Selection of Teacher Aides

Teacher aides may be hired utilizing Adult Basic Education funds at the local prevailing rate for teacher aides. The number of teacher aides may not exceed one per class. To qualify as a teacher aide, an individual must have at least a high school education (diploma) or its equivalent plus fluency in the English language. Teacher aides must be capable of performing clerical duties and assisting the teacher in individual instruction and with classroom activities and other duties as prescribed.

Supervision of the Program

Public educational agencies should provide appropriate and adequate supervision of the Adult Basic Education program. In communities in which many classes are conducted, a supervisor, director, or coordinator responsible to the head of the public educational agency, or his staff designee, should be appointed to have responsibility for the program, including duties such as:

1. Working with the Advisory Committee.

2. Directing surveys.

3. Supervising the work of classifying eligible adults as to the level of instruction they need.

4. Coordinating the work of teachers, agencies, organizations, and other groups in stimulating and encouraging adults to enroll in classes.

5. Recruitment of teachers and recommending their employment to the head of the public educational agency.

6. Consulting with the Texas Education Agency for the training of teachers in local or area training institutes.

7. Securing instructional materials for teachers and students.

8. Securing needed instructional equipment.

9. Supervision of teachers.

10. Preparation of application for approval of programs, contracts for allocation of funds, applications for reimbursement, and required reports for submittal to the Texas Education Agency.

11. Evaluation of the effectiveness and quality of programs being conducted in the community.

12. Assist teachers to improve programs as needed, provide for in-service training, and perform other supervisory, consultative, and administrative responsibilities required for further development of programs of high quality.

Financing the Program

Financing of Adult Basic Education programs cannot include charging enrollees tuition, fees, or other assessments as a condition for participation in such programs, or charging for the purchase of books or other material.

Within funds available to the Texas Education Agency from the Adult Education Act of 1966 for the fiscal year ending June 30, 1969, reimbursement can be made to local public educational institutions for 90 percent of the costs of Adult Basic Education programs. When the Texas Education Agency supplies instructional materials, the cost of such materials will be a part of the 90 percent supplied by the Texas Education Agency.

The following costs of the program are reimbursable when given prior approval by the Texas Education Agency:

1. Salaries of full-time teachers based upon salary policies of local public educational institutions for full-time teaching personnel.

2. Salaries of part-time teachers based upon an hourly rate for teaching classes not to exceed the hourly teaching rate now available within the local educational agency. However, when the local hourly rate exceeds $5, a statement to that effect must be submitted with the application.

3. The supervisory cost of an Adult Basic Education program. Funding for reimbursable supervision should not exceed five percent of the

total reimbursable budget.

4. Travel within the district of the employing local public educational agency of full-time teachers and full-time or part-time supervisors between points of performance of official duties directly connected with and necessary to the Adult Basic Education program. Mileage on personally-owned vehicles at a mileage rate established by the local public educational institution not to exceed ten cents per mile is reimbursable.

   The maximum amount upon which reimbursement will be made for travel of a full-time teacher or full-time supervisor (or administrator) in the Adult Basic Education program shall not exceed an average of $30 per month for performance of official duties directly connected with and necessary to the program within the district of the employing local public educational agency, and for travel and per diem for participating in training institutes held outside the employing district conducted or approved by the Texas Education Agency. For part-time supervisors employed one-half time to supervise and administer the Adult Basic Education program, the maximum reimbursable amount shall be $15 per month. Where serving more than one district, the amount of travel will be negotiated.

5. Instructional equipment, supplies, and teaching aids including reference materials, textbooks, and programed materials used by teachers in teaching and students in learning in programs of Adult Basic Education approved by the Texas Education Agency.

6. Items of minor equipment, such as record players, screens, and overhead projector carts costing less than $100 per unit.

7. Rental of space in privately-owned buildings is permissible when justified. In most communities housing of Adult Basic Education classes will be in facilities owned by local public educational institutions. However, when such space, other publicly-owned space or privately-owned donated space is unavailable, rental of janitorial services is reimbursable if: (a) expenditures for the space are necessary, reasonable, and properly related to the efficient administration and housing of Adult Basic Education classes, (b) the local public educational agency will receive the benefits of the expenditures during the period of occupancy commensurate with such expenditures, (c) the amounts paid by the local public educational agency are not in excess of comparable rental in the particular community, and (d) expenditures represent a current cost to the local public educational agency.

   Actual costs of utilities and janitorial services directly related to conducting Adult Basic Education are eligible for reimbursement when conducted in publicly-owned buildings, including facilities of local public educational agencies, if like charges are made for similar purposes to other groups holding meetings or gatherings in publicly-owned buildings.

Materials obtainable from publishing companies must be for teaching reading, writing, and speaking the English language and for teaching arithmetic. Content of these publications must be in terms of adult interests and experiences giving emphasis, as is feasible and appropriate, to good health practices, citizenship rights and responsibilities, principles of good homemaking practices and community relationships, good work habits, employment opportunities, training required for entry upon and success in employment, and information as to the availability of training programs designed to prepare persons for jobs and update and extend their knowledge and skills in employment.

All materials, supplies, and equipment eligible for reimbursement must be directly associated with the instructional program itself.

Local public educational agencies operating programs of Adult Basic Education will have responsibility for developing instructional materials for teachers and students.

Office Supplies Not Reimbursable

Office supplies and the items listed below ARE NOT reimbursable items:

staples	folders	fountain pens
staplers	paper clips	desk calendars
thumb tacks	ink	name tags
rubber bands	staple removers	typewriter ribbons
glue	tape	scratch pads
scissors	tape dispensers	janitorial supplies

Capital Outlay Not Reimbursable

Items normally considered capital outlay, for example, office equipment, such as desks, tables, chairs, filing cabinets, typewriters, adding machines, duplicating machines, chalkboards, and the like, are not reimbursable.

Procedures in Obtaining Pay for Adult Basic Education Teacher Trainers

At least three weeks prior to the teacher training workshop, the school administrators must submit in duplicate the form REQUEST FOR APPROVAL OF TEACHER TRAINING WORKSHOP. Approval must be obtained before the workshop is held.

The maximum reimbursable amount for teacher training is $10 per clock hour. However, a director of Adult Basic Education who is certified as a teacher trainer is not eligible for reimbursement if the workshop is conducted primarily for his local teachers, and if any portion of his salary is reimbursed from Adult Basic Education funds.

A sample of this form is contained in the Appendix of this guide. Travel and per diem are NOT reimbursable items for teacher training workshops for the instructor or participants. FOR REIMBURSEMENT, THE TEACHER TRAINER MUST BE SELECTED FROM THE LIST OF TEACHER TRAINERS AVAILABLE FROM THE OFFICE OF ADULT BASIC EDUCATION, TEXAS EDUCATION AGENCY.

Local Contribution

Only public funds may be used for expenditures by local public educational institutions to comprise the 10 percent of costs to match the 90 percent of costs of Adult Basic Education programs reimbursable from the Texas Education Agency. The 10 percent matching by local public educational agencies cannot consist of counting use of equipment, use of space, materials, etc. However, the following actual costs can be used as matching:

1. Salary of part-time or full-time supervisors or administrators assigned specifically to supervise or administer the Adult Basic Education program.

2. Local public educational agency funds expended for Adult Basic Education, including funds derived from donations by private organizations or individuals which are deposited to the account of the local public educational institution without conditions or restrictions on their use that would negate their character as public funds.

Reporting on Adult Basic Education Programs

Local public educational agencies conducting programs of Adult Basic Education are required to make reports on classes organized and conducted, reports on supervision of the program, and other reports as may be requested by the Texas Education Agency. The Adult Basic Quarterly Program Report is due in the Office of the State Director of Adult Basic Education by the 15th of January, April, July, and October. The report form may be obtained from the Director, Adult Basic Education. Local enrollment and attendance records must be maintanied and be made available upon request by the Texas Education Agency.

In addition to the reports described above to be sent to the Texas Education Agency, teachers and supervisors claiming travel are required to prepare and submit to the administrative head of the local public educational institution a Monthly Travel Report for Teachers and Coordinators, Form VOC-030, for each month for which reimbursable travel is claimed.

Auditing Records of Public Educational Agencies

Licensed public accountants employed by local educational institutions will, as a part of the audit of school accounts, audit the fiscal records and documents of local public educational agencies pertaining to expenditures claimed for reimbursement on Adult Basic Education from the Texas Education Agency. Records and financial documents relating to this program will be subject to audit by staff members employed in the Division of School Audits and in the office of the Business Manager of the Texas Education Agency, as well as inspection by members of the staff of Special Adult Programs, Texas Education Agency.

Inventory of Equipment

Inventory will be kept by the school on all major and minor equipment. Officials of local public educational agencies are responsible for

maintaining appropriate and adequate records and information sufficient to determine whether or not such equipment continues to be used for Adult Basic Education purposes. The local educational agencies are also responsible for marking all such equipment with suitable school identification numbers and program letters (ABE). These inventories, records, and information shall be made available for review upon request of staff members of the Texas Education Agency.

When equipment costing $100 or more for which reimbursement has been made or funds allocated is no longer used for Adult Basic Education programs approved by the Texas Education Agency, value of the equipment will be determined at the time on the basis of a fair resale price, and the Texas Education Agency shall be paid its proper share of this amount or the item will be returned to the Texas Education Agency.

Local educational agency officials should make certain that an adequate number of classes will be organized and conducted to justify the purchase of equipment.

Evaluation of the Quality and Effectiveness of Programs

Local public educational institutions are required to make evaluations of the quality and effectiveness of programs of Adult Basic Education, determining to what extent the program accomplishes the basic goals of teaching adults to read, write, and speak the English language and acquire arithmetic skills. Evaluations shall include use of educational measurement devices, standardized tests, or other methods for determining student achievement levels and progress. Results of evaluations shall be used for revision and improvement of programs as are necessary to achieve the basic goals of the programs.

Providing Health Information and Services

The Texas Education Agency and the Texas State Department of Health have entered into a written cooperative agreement relating to the provisions of health information and services for students of Adult Basic Education. A copy of this agreement is contained in the Appendix of this guide.

Eligibility of Local Public Educational Agencies for Funds for Adult Basic Education Programs In Relation to the Civil Rights Act of 1964

Approval of the compliance plan under the Civil Rights Act of 1964 by the United States Commissioner of Education is necessary before a local public educational agency is eligible for funds for the Adult Basic Education program.

A P P E N D I X

Request for Approval of Teacher Training Workshop

Adult Basic Education Quarterly Program Report

Monthly Travel Report for Teachers and Coordinators, Form VOC-030

Cooperative Agreement between the Texas State Department of Health and the Texas Education Agency

Adult Basic Education
Texas Education Agency
Capitol Station
Austin, Texas 78711

Submit Two Copies
Three Weeks Prior
To Workshop Date

REQUEST FOR APPROVAL OF TEACHER TRAINING WORKSHOP

1. Public School _____
2. Address _____
3. Location of workshop _____
4. Dates and Time of workshop _____
5. Participating School Districts
   a. _____
   b. _____
   c. _____
   _____
6. [illegible]l Districts Participating _____
7. Total Adult Basic Education Teachers Participating _____
8. Major Topics to be Discussed During Workshop _____
   _____
   _____
   _____
   _____
9. Name(s) of Teacher Trainer(s) to Conduct Workshop (1) _____
   (2) _____ (3) _____
10. Total Number of Hours of Instruction for this Workshop _____

Requested by: _____
Signature, Authorized School Official

Date: _____, 19__

_____
State Director, Adult Basic Education

Date Approved: _____, 19__

Monthly Travel Report For Teachers and Coordinators of Vocational Education

Prepare in duplicate and submit monthly to local school administrator.

Name of Teacher or Coordinator: _____ Month: _____ 19 ____

Name of School : _____ Address: _____

RECORD OF TRANSPORTATION AND DUTIES PERFORMED

Day of Month	Time Leave Hour-Min-M	Locations Visited, People Contacted, and Official Duties Performed	Time Arrive Hour-Min-M	Miles Traveled or Fares Paid*

(over)

* Inter-city bus, airplane, or railroad, tax exempt – receipts required

VOC 030

RECORD OF TRANSPORTATION AND DUTIES PERFORMED (CONTINUED)

Day of Month	Time Leave Hour-Min-M	Locations Visited, People Contacted, and Official Duties Performed	Time Arrive Hours-Min-M	Miles Traveled or Fares Paid

TO BE FILLED OUT BY PERSONS CLAIMING PER DIEM ALLOWANCE IN STATE

LEAVE HEADQUARTERS				ARRIVE HEADQUARTERS				DAYS ON TRAV	AMOUNT	LEAVE HEADQUARTERS				ARRIVE HEADQUARTERS				DAYS ON TRAV	AMOUNT
Date	Hour	Min	m	Date	Hour	Min	m			Date	Hour	Min	m	Date	Hour	Min	m		
1				1						17				17					
2				2						18				18					
3				3						19				19					
4				4						20				20					
5				5						21				21					
6				6						22				22					
7				7						23				23					
8				8						24				24					
9				9						25				25					
10				10						26				26					
11				11						27				27					
12				12						28				28					
13				13						29				29					
14				14						30				30					
15				15						31				31					
16				16						Total Claimed for In State allowance									

PER DIEM ALLOWANCE–OUT-OF-STATE

ARRIVE STATE LINE				RETURN TO STATE LINE				ARRIVE DESTINATION				LEAVE DESTINATION					NO. OF DAYS	AMOUNT
Date	Hour	Min.	M.	Date	Hour	Min.	M.	Date	Hour	Min.	M.	Date	Hour	Min.	M.	Claimed For Out-of-State		

Total fares paid for travel by bus, airplane or railroad (less tax) . . . $_____

Total car mileage, _____ miles at 8¢ per mile . . . . . $_____

Total per diem claimed for in-state travel . . . . . $_____

Total per diem claimed for out-of-state travel . . . . . $_____

Total Official Travel Expense for This Month . . . . . $ _____

Total for the Year (Including This Month) . . . . . $ _____

I certify that the above expenses are true and correct and were incurred by me in the performance of my official duties in accordance with policies of my Board of Education and according to Regulations on Reimbursable Vocational Teacher Travel established by the Texas Education Agency.

Approved by: _____ _____

TEA-660-98M-REV-2157-C56 (School Administrator) (Supervisor, Coordinator or Teacher)

COOPERATIVE AGREEMENT
between the
TEXAS STATE DEPARTMENT OF HEALTH
and the
TEXAS EDUCATION AGENCY

The purpose of Amendments to Title III of Public Law 89-750, the Adult Education Act of 1966, is to provide Adult Basic Education programs for individuals over eighteen years of age whose lack of basic educational knowledge and skills constitutes a substantial impairment to their being able to obtain or retain employment or to otherwise meet their adult responsibilities. An essential component in the educational program is the provision of health information and services as may reasonably be necessary to enable eligible persons to benefit from instruction provided under the State Plan for Adult Basic Education.

Therefore, because of mutual interest in the program of Adult Basic Education designed to increase substantially the educational level of adults with a view of assisting them to become less dependent on others, including provision of health information and services, the Texas State Department of Health and the Texas Education Agency have entered into the following agreement:

1. The Texas State Department of Health will provide or arrange for provision of health information and services for adults in need of basic education to the extent that such information and services are available without cost to the educational agencies or eligible adults needing health information and services as may reasonably be necessary to enable such persons to benefit from instruction provided by Adult Basic Education programs under the State Plan. To the extent feasible information and services will include:

   a. Health information to be used in the Adult Basic Education program. The Texas Education Agency as may be necessary will assist the Texas State Department of Health in organizing such information into appropriate form for use in Adult Basic Education programs of instruction.

   b. Health services for adults in need of basic education. Local and county health offices may be contacted for tests and x-rays, services by public health nurses, counsel regarding nutrition, child care and development, patient care in the home, and in seeking medical advice, and other services and counsel needed by adult education students feasible for public health agencies to provide, including providing medical advice to local education agencies relating to providing Adult Basic Education for persons with special health handicaps.

   c. Information as to the local and county public health agencies in the State and the types of information and services available to adults in basic education, and the procedures by which such persons secure such information and services.

   d. Assistance of local and county public health offices and others working in health fields in stimulating and referring adults in

need of adult basic education for appropriate training in available programs.

2. The Texas Education Agency and local educational agencies will:

   a. Refer eligible persons for health services to local and county public health offices.

   b. Make available health information provided by the Texas State Department of Health in the educational program for adults.

   c. Make available to the Texas State Department of Health and local and county public health offices the location of classes in Adult Basic Education.

The Texas State Department of Health and the Texas Education Agency agree to cooperative arrangements between local and county public health agencies and local education agencies conducting Adult Basic Education programs under the State Plan in order to achieve the provisions of this agreement.

The Texas State Department of Health and the Texas Education Agency will assist each other to the maximum extent possible in achievement of the objectives of the Adult Education Act of 1966.

J. W. Edgar
Commissioner of Education
Texas Education Agency

Date: 6-4-68

J. W. Edgar
Commissioner of Education
Texas Education Agency

Date: 6-4-68

ERIC Clearinghouse
MAR 27 1969
on Adult Education

Please correct the following in the GUIDE FOR PUBLIC EDUCATIONAL AGENCIES IN PLANNING AND CONDUCTING ADULT BASIC EDUCATION PROGRAMS, Texas Education Agency, Austin, Texas, June 1968, Revised:

Pages 7 and 8 under Financing the Program, the last paragraph, item 3, should be corrected to read:

> "The reimbursable supervisory cost of an Adult Basic Education program should not exceed 20 percent of the total reimbursable budget. Funding for reimbursable clerical assistance should not exceed five percent of the total reimbursable budget."

Page 8, item 7, so much of the third sentence should be corrected to read:

> "However, when such space, other than publicly-owned space or privately-owned space is unavailable, rental of space is reimbursable if: . . . "

Page 12, under Appendix, delete line two which reads:

"Adult Basic Education Quarterly Program Report"

(Paste inside back cover for reference.)

ERIC Clearinghouse
MAR 27 1969
on Adult Education